

APPLICATION FOR EMPLOYMENT

PRIVATE & CONFIDENTIAL

APPLICANT'S NAME : _____

POSITION APPLIED FOR: _____

PLEASE READ THESE INSTRUCTIONS CAREFULLY

1. This Form is to be fully completed.
2. Do not leave any item blank. If it is not applicable, please indicate 'N.A.'.
3. For those items accompanied by an '*', please circle the appropriate item.

A. PERSONAL PARTICULARS

Full Name : Mr./Mrs./Ms. *:		Sex : M / F *
Address :		
Home No. :	Office No. :	
HP :	Email :	
Birthplace :	Birth date :	
Nationality :	Marital Status :	
Religion :	Hobbies :	

B. EMERGENCY CONTACT

Name	Address	Contact No	Relationship to Applicant

C. PARENT'S FAMILY

Applicant is the _____ of _____ children in the family

Relationship to Applicant	Name	Age	Education	Occupation, Name of Employer / School
Father				
Mother				
1 st Child				
2 nd Child				
3 rd Child				

C. APPLICANT'S FAMILY

Relationship to Applicant	Name	Birth date	Occupation, Name of Employer / School
Spouse			
1 st Child			
2 nd Child			

D. QUALIFICATIONS & SKILLS COMPETENCY

A) Education (from High School)			
From	To	Institution	Major & GPA
		SMU University	
B) Seminar / Courses			
From	To	Course Title	Institution
C) Awards / Scholarships :		D) Software Competency :	E) Other Skills :

E. EXTRA CURRICULAR ACTIVITIES

State Institution, Level of Participation, Office Held :

F. PRESENT & PREVIOUS EMPLOYMENT

Present Employment	
Name of Company :	Date Joined :
Job Title :	Reports To :
Present Salary :	Allowance/Benefit :
Duties & Responsibilities :	
Reasons for Leaving :	
Please draw organization chart showing your position in your present job	

Previous Employment	
Name of Company :	Period joined : from to
Job Title :	Reports To :
Last Salary :	Allowance :
Duties & Responsibilities :	
Reasons for Leaving :	

Name of Company :	Period joined : from to
Job Title :	Reports To :
Last Salary :	Allowance :
Duties & Responsibilities :	
Reasons for Leaving :	

Earliest date available if offered employment: _____ Expected Salary: _____
 Do you have any objections to us obtaining reference from your previous Employers? Yes/No *

G. LANGUAGE ABILITY

Spoken & Written :
Spoken Only :
Written Only :

H. CHARACTER REFEREES (from your professional relationship)

Name :	Relationship :
Job Title :	Name of Company :
Contact No :	Period known :

Name :	Relationship :
Job Title :	Name of Company :
Contact No :	Period known :

I. OTHER INFORMATION (If yes, please give details in the right hand margin)

Do you possess any driving license?	Yes / No *	Class :
Have you ever been charged, convicted in a court of law in any country?	Yes / No *	
Have you been dismissed, discharged or suspended from employment?	Yes / No *	
Do you have any physical / mental disability?	Yes / No *	
Have you suffered or are you suffering from any illness or disease or been hospitalized?	Yes / No *	
Have you ever applied for a job in kiSEL?	Yes / No *	

Do you have any relatives / friends in this Company? If yes, please give names and relationship.	Yes / No *	
Have you any immediate family members that are working for any other Telecommunication companies? If yes, please give us the company's name.	Yes / No *	
How did you come to know about this vacancy? State source :		
Any other information supporting your application?		

J. DECLARATION

I declare that the information given above is complete, true and accurate. Any false particulars or suppression of material facts will render me liable to disqualification and if appointed, to dismissal without notice from the company.

Signature of Applicant:
Consideration

Date: